



Advt No.HR/04

Dated. 15.12.2023

**ADVERTISEMENT FOR ENGAGEMENT OF SECRETARIAL STAFF TO  
DIRECTORS ON CONTRACTUAL BASIS**

GRIDCO Limited (GRIDCO), a wholly owned Government of Odisha Undertaking, is engaged in the business of Bulk Purchase of Electricity from various generators located in & outside Odisha and supply of Power in bulk to Distribution Companies inside the State & trade of surplus power to outside the states. It is also a Deemed Trading Licensee under 5<sup>th</sup> Proviso to Section 14 of the Electricity Act, 2003. GRIDCO also holds 49% stake in DISCOMs in Odisha on behalf of Government of Odisha. Considering the vital position that GRIDCO plays in respect of power supply to the State, the Government of Odisha has notified GRIDCO as the “State Designated Entity” (SDE) for execution of Power Purchase Agreements (PPAs) with generating companies for purchase of power on behalf of the State of Odisha.

The Corporation invites applications from Retired Sr. Private Secretary (Sr.PS), Private Secretary (PS), Personal Assistant (PA) or equivalent from Govt. of Odisha or Central/ State PSU for the following posts on contractual basis for its Corporate Office at Bhubaneswar having good service records and physically fit for the post.

Name of the Post	No. of posts to be filled up
Secretarial Staff to Directors	02

**2. ELIGIBILITY CONDITIONS:**

- i. Retired Sr. Private Secretary (Sr.PS), Private Secretary (PS), Personal Assistant (PA) or equivalent from Govt. of Odisha or Central/ State PSU and having age not above 63 years as on date of publication of Advertisement.
- ii. The retired employee against whom departmental proceedings or criminal cases are contemplated or pending or who have been penalized for misconduct during last five years preceding to their retirement will not be considered for engagement.
- iii. Candidates having Shorthand & Computer knowledge (MS-Word, MS-Excel) will be given preference.

**3. REMUNERATION:**

- i. The selected candidate will be provided with a monthly consolidated remuneration of Rs.35,000/- (Rupees Thirty Five Thousand) only in line with Office

Memorandum No.FIN-C53-PEN-0001-2018/24533/F, dated 29.09.2022 of Finance Dept. GoO.

- ii. She/ He will not be entitled for other claims like Dearness Allowances or any other Special Pay or Allowance, over & above the monthly consolidated remuneration.
- iii. During the period of contractual engagement, she/ he will be entitled to get Travelling Allowance for approved tours as admissible in line with the Corporation's prevailing norms.
- iv. Monthly Mobile allowance & Conveyance allowance shall also be allowed as admissible to the post.

#### **4. TENURE OF APPOINTMENT:**

- i. The contract is for an initial period of one year on full time basis, which can be further renewed as per the performance of the candidate & requirement of the Company. There will not be extension of contract under any circumstances beyond the age of sixty Five (65) years.
- ii. The contract can be terminated by either side at any time, by giving one months' notice, in view of requirement of the organisation & performance of the candidate. However, in case of any misconduct including, but not limited to, misappropriation, negligence or causing loss to the organisation, contract can be terminated without any prior notice.
- iii. She / He will be eligible for 10 days of leave in a calendar year. Balance leave will not be carried forward to subsequent years. In case of engagement during mid of the calendar year leave will be reduced proportionately. No payment in lieu of unutilized leave will be paid at the end of expiry of contractual period.

#### **5. SELECTION PROCEDURE:**

The applicants fulfilling the eligibility criteria and other conditions shall be shortlisted and invited for personal interview followed by skill test for final selection. The appointment will be subject to being found medically fit by the authority as prescribed by Govt. of Odisha. No TA will be paid to any candidate for appearing in interview/ selection process.

#### **6. GENERAL CONDITIONS:**

- The decision of management will be final and binding on all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of recruitment process etc. No enquiry/ correspondence will be entertained in this regard.
- At any stage of selection process if it is found that the candidate has furnished false and incorrect information and/or is not fulfilling the eligibility norms or has suppressed any material fact(s), then the candidature/ appointment of the candidate is liable to be cancelled. If any of the shortcomings are detected even after appointment, his/her services are liable to be terminated without any notice.
- The period of contractual engagement shall not be counted as Government Service for the purpose of Pension and any other retirement benefits.
- The contract can be terminated by either side at any time, by giving one months' notice without citing any reason thereof.

- Knowledge of Odia language is mandatory.
- Any dispute arising out of ongoing selection process shall be subject to jurisdiction of High Court of Orissa at Cuttack.

**7. SUBMISSION OF APPLICATION:**

Interested candidates fulfilling the eligibility criteria may submit their resume in the prescribed Application Format (**Annexure-I**) along with a passport size photograph and following enclosures by Speed Post or Registered Post only which should reach to the undersigned by **26.12.2023** positively.

- i) Attested copies of certificates in support of age, qualifications and experience.
- ii) The details of experience/ job handled in the past with certificates from the organisations concerned.

Envelope containing the application should be super-scribed as “**Application for the post of \_\_\_\_\_, GRIDCO on Contractual basis**”.

Applications received beyond the last date and incomplete application shall not be considered. Any wrong information given in the application will make the application liable for rejection.

Sd/-  
**DGM (HRD),  
GRIDCO Ltd., A.W Building  
Bhoi Nagar, Janpath, Bhubaneswar  
Odisha-751022**

**FORMAT OF APPLICATION****NAME OF THE POST APPLIED FOR:**

1. **NAME IN FULL** :
2. **DESIGNATION OF LAST POST HELD WITH DATE AND DURATION** :
3. **DATE OF BIRTH** :
4. **DATE OF RETIREMENT** :
5. **AGE AS ON DATE OF ADVERTISEMENT** : **YEARS** **MONTH** **DAYS**
6. **PERMANENT ADDRESS** :

Passport size photograph
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7. **PRESENT ADDRESS** :

8. **TELEPHONE / MOBILE NO :**

9. **E-MAIL ADDRESS** :

10. **LAST PAY DRAWN** :

11. **EDUCATIONAL QUALIFICATION :**  
(Matriculation onwards) (Attach copy of Certificates)

Exam. Passed & Year	Institution	Board / Council / University	Division / Class	% of Marks

12. **EXPERIENCE:**

Details of posts held from time to time.

Sl. No.	Name of the Organisation	Post Held	Period		Basic Salary	Nature of Job
			From	To		

**13.** Is there any Civil / Criminal /Vigilance case / disciplinary Proceeding pending / contemplated against you or you have been penalised for misconduct during the period up to five years preceding to your retirement? If yes, furnish details:

**14.** If selected, minimum time required to join :

**15.** Any other relevant information :

I, Mrs. /Mr. \_\_\_\_\_ son/wife/daughter of \_\_\_\_\_  
do hereby solemnly declare that the above information is true and correct to the best of my knowledge and belief. If at any time the information furnished by me is found to be false and incorrect, I shall be liable to be disengaged from employment without any notice and legal action as deemed proper will be initiated against me.

Date:

Signature of the Candidate

Place: